

COMMUNITY DEVELOPMENT COMMITTEE MINUTES

The Community Development Committee of the Willmar City Council met on Monday, February 8, 2021, by means of GoToMeeting.

<i>Present:</i>	Rick Fagerlie	Chair
	Vicki Davis	Council Member
	Mike O'Brien	Council Member
	Tom Butterfield	Council Member

Others Present

Sarah Swedburg, City Planner
Shelby Lindrud, West Central Tribune

Item No. 1 Call to Order

The meeting was called to order at 5:33 p.m.

Item No. 2 Roll Call

Item No. 3 Discussion Items

There were no public comments.

Item No. 4 Action Items

a. Formation of Planning Commission's Comprehensive Plan Task Force (Motion)

Staff presented the committee with an update on the review and revision of Willmar's Comprehensive Plan. Over the past year, the Planning and Development Department has partnered with Mid-Minnesota Development Commission to collect data and create graphics and maps to form a foundation of information. Staff's proposal is to form a "2040 Comprehensive Plan Workgroup" which would be led by the Planning Commission and be comprised of 4 planning commissioners and 8 community volunteers. This way, the workgroup can be divided into 4 subcommittees comprised of three workgroup members, each led by one of the 4 planning commission members. Staff is working on a volunteer job description so that community volunteers will understand the commitments and expectations of participating in this workgroup. This is a one-time project that will last around 9 months. During the process, staff will assist with the needs and requests of the Comp Plan Workgroup. Staff have created a template comp plan, a draft schedule, and have translated data into diagrams, tables, and maps for quick immersion into the scope and issues. The draft templates can be modified however the workgroup desires. Once the 2020 Census data is released, that will be added to allow for the most current information. Staff will send about 4 chapters at a time to the workgroup to vet, add additional details, and hold specific topic-oriented engagement to develop the chapters. Once complete, staff will take that feedback and create the Comp Plan itself. There are about 16 chapters with the anticipation of giving each set of chapters about 2 months to be worked on. It is staff's intention to activate each chapter of the new comp plan with policies and ordinances. They will also be added to the Hub site that was recently approved by both the Community Development Committee and City Council so that it can be an ongoing, working document for future years. There are no additional funding requests for the Comprehensive Plan at this time.

Motion was made by Councilmember Davis, seconded by Councilmember Butterfield to authorize the Planning Commission to form the "Comprehensive Plan Workgroup" for the development of Willmar's 2040 Comprehensive Plan.

The motion passed.

Item No. 5 Future Agenda Items

None.

Item No. 6 Department Updates

Updates were sent out by Administrator Gramentz last weekend. There were no comments or questions.

There being no further business to come before the Committee, the meeting was adjourned at 5:50 p.m. by Chair Fagerlie.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sarah J. Swedburg". The signature is fluid and cursive, with the first name "Sarah" being the most prominent part.

Sarah J. Swedburg
Planner